

**FIELD  
TRAINING  
MANUAL**



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**for  
Recruit Police Officers**



# PEACE OFFICERS STANDARDS AND TRAINING FIELD TRAINING MANUAL FOR LAW ENFORCEMENT RECRUITS

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## FORMS

### RETURN ONLY THIS FORM TO POST

**POST IV-2 Field Training Record Form.**

### Maintain the following forms on file at the officer's Department

Field Training Officer Instruction Guide (POST IV-1)

Sample of Field Training Officer Weekly Progress Report (POST IV-3)

Sample of Field Training Officer Evaluation Report (POST IV-4)



This manual is the property of the Peace Officer Standards and Training Council. It has been issued to:

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Name of Department

for the purpose of training

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Recruit's Name/Social Security Number

Upon completion of the Field Training Program, return **ONLY** completed POST form IV-2 to the POST Council. Included in this manual are actual forms POST IV-1, as well as sample forms POST IV-3 and POST IV-4, these forms are to be maintain in the officer's file at their department.

DATE RECRUIT HIRED

BASIC RECRUIT TRAINING

Date

Place

Class No.

FIELD TRAINING COMPLETED

Date

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**NOTE:** *Only the Field Training Record Form (POST IV-2) must be forwarded to the Peace Officer Standards and Training Council, P.O. Box 700, Meridian, ID 83680-0700, upon completion to receive 40 hours training credit toward certification.*

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# **Field Training Procedures for Police Recruits**

## **I What is Field Training?**

Field Training is a process by which an individual recruit receives formal instruction on the job for special and defined purposes. As part of the recruit training process, a trainee will be assigned to a Field Training Officer (coach) who is a police officer especially prepared for this type of training. The recruit will have various police duties and procedures explained and demonstrated to him. As often as practical, the recruit will be required to perform the tasks.

The Field Training is designed to cover a minimum of 40 hours of supervised training. It is recommended, however, to utilize as much time as needed to be assured of adequately covering all the material sufficiently. Upon satisfactory completion of the program and submission of this manual properly completed, forty (40) hours certified training credit will be granted the trainee.

## **II Purpose of Field Training**

The specialized nature of police work is widely recognized. Formal classroom training and limited demonstration cannot teach the recruit all he needs to know. Therefore, the recruit needs on-the-job training which is the purpose of field training.

This field training phase is intended to give the new recruit instruction, direction, supervision, guidance, and experience so that he may develop good judgement, efficiency, and good habits of conduct and appearance. Field Training will serve as an evaluation of both the recruit and the curriculum of the training school. The field training period also serves to aid in determining if the recruit meets all the requirements to become a permanent member of the force.

## **III Important Factors in the Field Training Program**

The trainee may have completed the Basic Recruit School prior to his assignment to a field training program. This classroom instruction should be devoted to basic orientation, laws of arrest, use of firearms, firearms training on the range, and other procedures which should not be postponed. This gives the recruit the basic knowledge and skills needed to operate in the field with a Field Training Officer. For a recruit to obtain the utmost benefits from the classroom instruction, a week, or even two weeks of orientation in his own department is recommended so that he can better apply his classroom training.

As part of the instructional process, it is necessary that Field Training be conducted in a manner designed to develop the technically skilled and professionally oriented officer. Success of the Field Training program requires the following:

1. Field Training Officers be carefully chosen from the most skilled and effective officers on the force.
2. F.T.O.'s must possess the ability to communicate their knowledge and skills to the recruit officer.
3. F.T.O.'s must reflect the higher levels of personal integrity, character and maturity. The use of lazy or unmotivated officers must be avoided.
4. Primary training, defining the F.T.O.'s duties, responsibilities, and authority must be provided.
5. In-service training for F.T.O.'s covering the latest police techniques, departmental policies, and field training concepts must be provided. Regularly scheduled in-service training will also serve to standardize grading and other program mechanics as well as to provide a continuing evaluation of recruit development and of the program.

#### **IV Responsibility of the Unit Commander\***

When a recruit is assigned to unit for training, the Unit Commander will be responsible for the following:

1. Introduction of the recruit to as many personnel as possible.
2. Familiarization of the recruit with basic operations of the unit. This should be done by the watch-listen-learn method and by actual performance of duties.
3. Assignment of the recruit together with his appointed F.T.O. to a sector or beat which will provide the recruit fullest opportunity for orientation during the on-the-job Field Training period. The recruit shall be assigned to one F.T.O. at a time. It may be beneficial to the recruit to be assigned to more than one F.T.O. before completions of the Field Training period so that he can see different personalities in operation and different methods used.
4. Each week the Unit Commander should discuss with the F.T.O. the progress of the recruit in his Field Training Program.
5. The Unit Commander should personally consult with the recruit and the F.T.O. when the F.T.O. believes that recruit will not develop into a successful police officer. If the Unit Commander, after consultation, is of the opinion that the recruit is not likely to become a successful police officer, he should immediately make his opinions and recommendations known to the proper authority.
6. The Unit Commander will submit the completed F.T.O. Weekly Progress Report, Evaluation Report, Instruction Guide and the Training Record form to the department head or to the proper authority for transmittal to the department head.

\* UNIT COMMANDER can be a shift commander, division head, shift sergeant, or anyone who has responsibility of supervising the Field Training Officer.

## **V Responsibility of the Field Training Officer**

The Field Training officer should have complete responsibility of the recruit during the Field Training assignment. The recruit should always work with the assigned F.T.O. and should have the same days off and the same work schedule whenever this is practical.

The F.T.O. will insure that the recruit is familiar with the complete operations of headquarters, including the communications operation, records facility, detective and juvenile offices, etc.

Using the F.T.O. Instruction Guide (POST IV-1), the F.T.O. shall:

1. Explain operational procedures and existing policy on all activity encountered during the Field Training period.
2. Acquaint the recruit with the entire district, including the shortest routes to various points in the area, He shall make the recruit aware of the location of all public buildings in the district, of potential trouble spots, of areas subject to higher criminal activity, the physical hazards that exist which would tend to give cover to criminal operations, and any other information which would assist the recruit in efficient patrol operations.
3. Encourage the recruit to look for violations of the law, estimated speeds of vehicles, study descriptive data on the various makes and models of automobiles, and so on.
4. Demonstrate the fundamental procedures in the operation of police vehicles. The recruit shall be required to demonstrate his ability to operate a police vehicle within the first two-week period.
5. Direct, guide, explain, and demonstrate the fundamentals of police work until he is satisfied the recruit completely understands how and why duties are performed in a certain manner. He should stress police ethics; public, human, and community relations.
6. Examine the recruit by questioning him on patrol operations and his knowledge of all the other procedures relating to the job. This questioning should be constant throughout the Field Training period.
7. Allow the recruit to perform such tasks as he feels the recruit is competent and ready to assume.
8. Place his initials and the date in the proper column if the Instruction Guide when he has explained and demonstrated the listed tasks. He shall see that the recruit places his own initials in the proper column when the recruit satisfactorily

performs or practices the listed task. When the recruit initials the performance practice column the F.T.O. should insert date or see that the recruit does so.

During the Field Training period, the F.T.O. will be observing and evaluating the recruit's performance. A meaningful evaluation is possible only if the F.T.O. affords the recruit the fullest opportunity to learn. It should be the aim of every F.T.O. to start the recruit on the way to becoming the best police officer in the organization.

If at any time during the Field Training period the F.T.O. is of the opinion that the recruit will not develop into a successful police officer, the F.T.O. shall notify his Unit Commander.

## **VI Description of Field Training Forms and Their Use**

### **1. Field Training Officer Instruction Guide (POST IV-1)**

To assist and formalize the field training program the "Field Training Guide" has been developed, which contains an extensive listing of duties and procedures. This by no means is an exhaustive list nor is it intended to limit the Field Training Officer's training subject material.

The F.T.O. should allow sufficient time for explaining each listed situation. He should explain and demonstrate (if appropriate) the situation or task before requiring the recruit to perform or practice the task, if performance is necessary to gain knowledge or skill. Many of the procedures will not require performance, only understanding, by the recruit. When such a situation exists, the F.T.O. should write N/A (not appropriate) in the spaces provided for demonstration and practice. If a listed task or procedure does not apply to your particular department write N/A in all three spaces.

The Field Training Officer Instruction Guide is to be brought up to date at the end of each day's training.

### **2. Field Training Record (POST IV-2)**

This record will enable the department to quickly determine who the Field Training Officers were in the case of each recruit, what assignments were completed, name of supervisor accepting the record of completion, a record of the recruit signing and attesting that he has been instructed in all the items listed in the F.T.O. Instruction Guide, and finally, a record for the department head attesting that the recruit has satisfactorily completed the Field Training program.

It is recommended that a copy of this record be retained in the recruit's personnel file within his own department.

### **3. Field Training Officer Weekly Report (POST IV-3)**

To be executed by the F.T.O. (coach) at the completion of each week. The F.T.O. should consult with the appropriate official to determine what an acceptable norm or average would be in the seven areas to be evaluated. The F.T.O. should be demanding but fair in the "general progress to date" section. His comments should be specific and should contain

recommendations as to how the recruit can improve any unsatisfactory ratings. The Weekly Progress Report shall be forwarded to the Unit Commander after completion.

#### **4. Field Training Officer Evaluation Report (POST IV-4)**

To be executed by each F.T.O. who has been assigned to the recruit at the completion of the Field Training program. The comments should be specific in each of the nine areas to be evaluated. The written summary portion of the evaluation should contain an overview of the entire period of time covered by the report. It should cover the particular points used to justify the Field Training Officer's recommendations to release the recruit to regular assignments or not, as the case may be. To be forwarded to the Unit Commander upon completion.

### **VII Disposition of Completed Forms**

Completed Field Training Manual Instruction Guide (POST IV-1), F.T.O. Weekly Progress Reports (POST IV-3), and the Evaluations Reports (POST IV-4) should be maintained in the recruit's personnel file within his own department. THE FIELD TRAINING RECORD (POST IV-2) MUST BE FORWARDED TO THE PEACE OFFICER STANDARDS & TRAINING ACADEMY UPON COMPLETION. This is necessary as successful completion of this program is one of the minimum training requirements to be met for certification.



# POST IV-1

## FIELD TRAINING OFFICER INSTRUCTION GUIDE

Last	First (Recruit's Name)	Middle	F.T.O. INITIAL & DATES		
			Explained	Demonstrated	Practiced
<b>I. PERSONAL ITEMS</b>					
1. Policy and the public					
a. Do not congregate or loiter at crime scenes, coffee shops, stores, etc. _____					
b. Contact with women _____					
c. Driving habits _____					
d. Full uniform correctly worn _____					
2. Command presence and courtesy _____					
3. Use of precaution, prepared for anything _____					
4. Personal conduct _____					
a. Smoking in public _____					
b. Offensive mannerisms and gestures _____					
c. Voice and word usage _____					
5. Acceptance of gratuities and rewards (departmental policies) _____					
6. Rapport with fellow officers and supervisors _____					
<b>II. PREPARATION FOR PATROL</b>					
1. Personal appearance and hygiene _____					
2. Uniform and equipment check and maintenance _____					
3. Locker _____					
4. Information necessary for patrol _____					
5. Roll-call procedures _____					
6. Patrol vehicle and equipment inspection _____					
7. Servicing the policy vehicle _____					
<b>III. ARREST PROCEDURES</b>					
1. When to effect an arrest (search and seizure, constitutional rights) _____					
2. How to effect an arrest					
a. Difference between felony and misdemeanor _____					
b. Using force _____					
c. Use of baton, chemical agents and handcuffs _____					

F.T.O. INITIAL & DATES			
	Explained	Demonstrated	Practiced
d. Using the pistol _____			
e. Legal and moral aspects of shooting _____			
f. Citizen arrests _____			
3. How to search a person—(males and females) in the field and in jail or lockup _____			
4. Resisting arrest: book when resistance is real _____			
5. Interference with an officer's arrest _____			
6. Removing occupants from vehicles _____			
7. Information to be gathered at time of arrest _____			
8. Transporting prisoners to station			
a. Use of auto; alone, with another officer _____			
b. Patrol wagon; when to use, following to station _____			
c. Necessity for care and watchfulness, prevent prisoner from getting behind officer _____			
d. Extra precautions for selected prisoners _____			
e. Give mileage and radio check when bringing in females _____			
9. Department policy on recommending attorneys, bail bondsmen _____			
10. Booking and searching operations at station _____			
11. Prisoner's property control procedures _____			
12. Handling prisoners in detention facility _____			
13. Proper clearances and release procedures _____			
14. Policies and procedures in use of misdemeanor citation in lieu of arrest _____			
IV. USE OF POLICE RADIO			
1. Use of car radio. (It is suggested that training officer do all transmitting for first few days until the recruit understands it use and proper codes.)			
a. Proper position to hold microphone _____			
b. Use normal voice _____			
c. Use of a logical accepted phonetic alphabet _____			

F.T.O. INITIAL & DATES			
	Explained	Demonstrated	Practiced
d. Department policy relative to placing microphone in a position that is readily available when out of car _____			
e. Be conscious of status of other cars. If another officer has something important happening, do not use radio except in emergencies			
f. Keep dispatcher informed of your status _____			
2. Learn radio code, phonetic alphabet and unit identification			
a. Indicate the most used and important code numbers _____			
b. The training officer should give test when he feels the recruit knows the radio codes _____			
3. Each recruit shall be taken into the communications center for at least a 30-minute period. This should be with the approval of the shift commander. The following should be noted: _____			
a. Recruit should be shown how complaint dispatch cards are prepared and handled _____			
b. Shown the multiple responsibilities required of the communication section			
1. Answering phone _____			
2. Police radio _____			
3. Point-to-point radio _____			
4. Alarm set-up _____			
c. Explain teletype machine and general procedures _____			
d. Explain usage of the following: (if appropriate to your department)			
1. "Hot Car" file _____			
2. Emergency business data file _____			
3. Wanted persons file _____			
4. Teletype file _____			
5. Stolen property file _____			
6. "Status Board" and how it assists dispatchers in controlling police mobile units _____			
V. GENERAL OPERATING PROCEDURES			
1. Use of officer's notebook _____			
2. Field interrogation _____			
3. Questioning witnesses _____			

## F.T.O. INITIAL &amp; DATES

	Explained	Demonstrated	Practiced
4. Statement-taking _____			
5. Obtaining description of property _____			
6. Obtaining description of persons _____			
7. Report-writing _____			
8. Protecting a crime scene _____			
9. Handling evidence _____			
10. Using first aid _____			
11. Obtaining ambulance, tow trucks, fire apparatus _____			
12. Taking a dying declaration _____			
13. Checking permits and licenses, buildings, liquor establishments etc., as per department policy _____			

## VI. OFFICER'S RESPONSIBILITIES

1. Purpose of patrol and general police responsibilities _____			
2. Responsibility for crime, traffic and vice conditions on beat _____			
4. Types of patrol _____			
5. One-man patrol operations _____			
6. Patrol methods and techniques (day, evening and night shifts) _____			
7. Knowledge of beat; geography, persons, property, places and situations _____			
8. Observation and perception on patrol _____			
9. Developing contacts _____			
10. Follow-up instructions given by beat officer _____			
11. Officer's position in civil matters _____			
12. Relations with the public; prejudices, attitudes, etc. _____			
13. Relations with immediate supervisor _____			
14. Relations with command personnel _____			
15. Relations with investigative personnel _____			
16. Relations with other governmental agencies _____			
17. Pitfalls to be avoided (DON'T BE COMPROMISED) _____			
18. Requests for assistance _____			
19. Duties in emergency situations _____			
20. Duties in doubtful cases, consult superior officer _____			
21. Knowledge of year, makes and models of automobiles _____			

## F.T.O. INITIAL &amp; DATES

## VII. DRIVING TECHNIQUES

	Explained	Demonstrated	Practiced
1. Proper driving habits			
a. Public opinion regarding disobeying traffic laws _____			
b. Defensive driving _____			
c. Driving in inclement weather _____			
d. Proper parking _____			
2. Downtown congestion and residential driving techniques _____			
3. Answering routine, non-emergency calls _____			
4. Identification and apprehension of traffic violators _____			
a. Stopping violators so not to impede other traffic _____			
b. Use of blue light, siren and spotlight _____			
(1) Daylight _____			
(2) Darkness _____			
c. Positioning patrol car in relation to violator _____			
5. Stopping wanted or stolen vehicles			
a. Obtain assistance and position them before making the stop _____			
b. Where and how to park police car in relation to suspect car _____			
6. Pursuit driving _____			
7. Tailing suspects _____			
8. Driving and parking in emergencies			
a. What constitutes an emergency _____			
b. Use of blue light and siren _____			
c. How to approach a burglary-in-progress or prowler type call _____			
1. Proper procedures for suspect at scene or running away _____			
2. How to arrive at assigned position _____			
a. Need for lights out _____			
b. Eliminate noise _____			
c. Direct or indirect approach to scene _____			
d. How to respond to robbery-in-progress calls _____			
e. How to proceed when assigned to a fire _____			
1. Assist fire trucks through dangerous intersections and thoroughfares _____			
2. Park in position where needed for traffic control _____			
a. Watch for fire hydrants, hoses, etc. _____			

## F.T.O. INITIAL &amp; DATES

Explained

Demonstrated

Practiced

## VIII. PATROL TACTICS

1. Inspectional procedures and techniques		
a. Commerical store groups, i.e., shopping centers		
b. Vacation checks		
2. Open doors and windows		
3. Finding a burglary, search of premises		
4. Residential burglary in progress		
5. Robbery in progress		
6. Bank alarm		
7. Suspicious character and prowler calls		
8. Searching yards and alleys		
9. Blockades		
10. Searching quadrant		
11. Stakeouts		
12. Man with a gun calls		
13. Conducting a raid		
13. Crowds, mobs and riots		
14. Demonstrations		
15. Strike duty		
16. General procedure when all officers are called out		
17. Bomb threats		
18. Guarding prisoners		

## IX. GENERAL INVESTIGATIONS AS THEY APPLY TO ACTIONS OF RECRUITS

1. Elements of pertinent crimes		
2. Preliminary investigation of a felony		
3. Modus operandi		
4. Investigation of murder, rape and assault		
5. Investigation or robbery		
6. Investigation of residential and commercial burglaries		
7. Investigation of safe burglary		
8. Investigation of car theft		
9. Investigation of car believed to have been stolen		
10. Investigation of occupied suspicious cars		
11. Investigation of abandoned and unoccupied suspicious cars		
12. Investigation of stolen property		
13. Investigation of larcenies, shoplifting		
14. Investigation of purse-snatching and pickpocket		
15. Investigation of stolen auto accessories and theft from auto		

## F.T.O. INITIAL &amp; DATES

	Explained	Demonstrated	Practiced
16. Investigation of stolen bikes _____			
17. Investigation of theft, all others _____			
18. Investigation of bad checks _____			
19. Investigation of frauds _____			
20. Investigation of embezzlements _____			
21. Investigation of extortion _____			
22. Investigation of counterfeiting _____			
23. Investigation of suicides and un- explained deaths _____			
24. Crime scene measurements, sketching, and photographs _____			

## X. TRAFFIC PROCEDURES

1. Police officer's responsibility for traffic _____			
2. Pertinent traffic laws and ordinances _____			
3. Enforcement index a. General explanation what it is and why it is used _____			
4. Selective enforcement _____			
5. Recognizing traffic violation a. Evidence necessary for conviction _____ b. Moving violation (non-speed) _____ c. Equipment violation _____ d. Speeding violation _____			
6. Approaching and handling traffic violation _____			
7. Enforcement a. Use of warning _____ b. Use of citation _____ c. Optional arrest _____ d. When to arrest _____ e. Use of warrant _____			
8. Parking violation enforcement _____			
9. Accident investigation a. Handling injuries _____ b. Handling scene _____ c. Locating drivers and witnesses _____ d. Statements from drivers and witnesses _____ e. Photographing, measuring and sketching traffic accidents _____ f. How to determine responsibility _____			
10. How to recognize and proceed with a driving while intoxicated case a. Observations _____ b. Sobriety report _____ c. Chemical test—significance of chart and reading _____			

## F.T.O. INITIAL &amp; DATES

	Explained	Demonstrated	Practiced
11. Hit-run accident investigation			
a. Classification of offense _____			
b. Physical evidence left at scene _____			
c. Location of witnesses _____			
d. Possibility of following trail of evidence to responsible party _____			
e. Notify other police units of suspect vehicle _____			
12. Pedestrian violations _____			
13. Use of radar _____			
14. Vehicle identification; registration, license number and vehicle identification number _____			
15. Driver identification; operator license _____			
16. Traffic direction and control			
a. General rules of traffic control _____			
b. Standing where clearly visible _____			
c. At a street corner with and without signals _____			
d. At an accident scene _____			
e. Proper use of flares _____			
17. Police emergency escorts _____			
<b>XI. VICE CONTROL</b>			
1. Prostitution cases _____			
2. Gambling cases _____			
3. Liquor law violations _____			
4. Narcotic peddlers and addicts _____			
5. Marijuana _____			
6. Stimulant and depressant drugs; pills _____			
7. Contraband _____			
<b>XII. JUVENILE PROCEDURES</b>			
1. Juvenile involvement in crime _____			
2. Gaining respect of juveniles _____			
3. Policy in interviewing juveniles:			
a. Female juveniles should be talked to with matron present, or possibly in presence of mother, according to department policy and circumstance of case _____			
b. Neighborhood juveniles as a source of information. Don't endanger them by misuse of information _____			
4. Use of juvenile officers _____			



## F.T.O. INITIAL &amp; DATES

	Explained	Demonstrated	Practiced
5. Selected cases _____			
a. Malicious mischief and BB guns _____			
b. Runaways _____			
c. Juvenile liquor law violations _____			
d. Glue sniffing _____			
e. Truancy _____			
f. Unfit home and child neglect cases _____			
g. Battered and abused child cases _____			
6. Juvenile gangs _____			
7. Relationship with agencies involved with juveniles; schools; recreation; welfare, probation; etc. _____			
8. Transporting juveniles to station or detention facility _____			
9. Disposition of juvenile cases _____			
10. Missing and found child _____			
<b>XIII. HANDLING PEOPLE</b>			
1. Questioning (Constitutional rights) _____			
2. Obtaining statements from suspects _____			
3. Handling juvenile suspects _____			
4. Wanted persons _____			
5. Car prowlers _____			
6. Lookouts _____			
7. Beggars _____			
8. Peddlers: door-to-door salesmen _____			
9. Loiterers _____			
10. Drunken persons _____			
11. Sex perverts; exhibitionists, peeping toms _____			
12. Transients _____			
13. Vagrants _____			
14. Missing persons _____			
15. Mental cases _____			
16. Injured persons and prisoners _____			
17. Transporting persons to headquarters _____			
18. Transporting juveniles _____			
<b>XIV. DISTURBANCE OF THE PEACE PROCEDURES</b>			
1. Neighborhood disputes _____			
2. Family quarrels (special hazards) _____			
3. Preserving the peace _____			
4. Simple assault _____			
5. Nuisances _____			
6. Vehicular disturbance _____			
7. Loud noise, party, etc., complaints _____			
8. Street meetings _____			
9. Trespassing _____			

## F.T.O. INITIAL &amp; DATES

Explained

Demonstrated

Practiced

## XV. PROPERTY CONTROL

1. Lost property \_\_\_\_\_
2. Found property \_\_\_\_\_
3. Safekeeping property \_\_\_\_\_
4. Turning in property (found and  
for safekeeping) \_\_\_\_\_
5. Prisoner's property \_\_\_\_\_
6. Deceased person's property \_\_\_\_\_
7. Destroying property \_\_\_\_\_
8. How to impound a vehicle \_\_\_\_\_
9. How to release or return property \_\_\_\_\_

## XVI. HAZARDS

1. Types of hazards \_\_\_\_\_
2. How to detect and report hazards \_\_\_\_\_
3. Fire hazards \_\_\_\_\_
4. Crime hazards \_\_\_\_\_
5. Traffic hazards \_\_\_\_\_
6. Insecure premises \_\_\_\_\_
7. Protective devices \_\_\_\_\_
8. Defective conditions in public  
property; street, sidewalk, etc. \_\_\_\_\_
9. Attractive nuisances \_\_\_\_\_
10. Live wires \_\_\_\_\_
11. Light outages \_\_\_\_\_

## XVII. ANIMAL COMPLAINTS

1. Found animals \_\_\_\_\_
2. Wounded or injured animals \_\_\_\_\_
3. Dead animals \_\_\_\_\_
4. Animal bite cases \_\_\_\_\_
5. Rabid animals \_\_\_\_\_
6. Dog complaints \_\_\_\_\_
7. Cruelty to animals \_\_\_\_\_

## XVIII. CITIZENS' REQUESTS

1. Vacation checks \_\_\_\_\_
2. Medical aid assistance \_\_\_\_\_
3. Requests for assistance \_\_\_\_\_
4. Invalids \_\_\_\_\_
5. Look outs \_\_\_\_\_
6. Landlord-tenant disputes \_\_\_\_\_
7. Mechanic and baggage liens \_\_\_\_\_
8. Failure-to-pay cases \_\_\_\_\_
9. Citizen arrest requests \_\_\_\_\_
10. Information and direction \_\_\_\_\_

## F.T.O. INITIAL &amp; DATES

Explained

Demonstrated

Practiced

## XIX. INFORMATION

- |  | Explained | Demonstrated | Practiced |
|--|-----------|--------------|-----------|
| 1. General _____   |           |              |           |
| 2. Sources of information available in district station _____        |           |              |           |
| 3. Sources of information available in headquarters _____            |           |              |           |
| 4. Obtaining record, warrant and vehicle checks _____                |           |              |           |
| 5. Conducting record searches  |           |              |           |
| a. Alpha files _____   |           |              |           |
| b. Case (report) files _____   |           |              |           |
| c. Criminal history files _____                                      |           |              |           |
| d. Known offender and nickname files _____                           |           |              |           |
| e. Mug shot files _____  |           |              |           |
| f. Warrant files _____   |           |              |           |
| g. Accident files _____  |           |              |           |
| h. Other files _____   |           |              |           |
| 6. Information and assistance available from other official agencies |           |              |           |
| a. Local _____   |           |              |           |
| b. County agencies _____   |           |              |           |
| c. State agencies _____  |           |              |           |
| d. Federal agencies _____  |           |              |           |
| 7. Sources of information on beat _____                              |           |              |           |
| 8. Press relations _____   |           |              |           |
| 9. Use of police library _____                                       |           |              |           |

## XX. MISCELLANEOUS RESPONSIBILITIES

- |  |  |  |  |
|--|--|--|--|
| 1. Handling public gatherings and parades _____                                  |  |  |  |
| 2. Discovery of fire, duties at fire _____                                       |  |  |  |
| 3. Abate attractive nuisances _____  |  |  |  |
| 4. Cars parked in front of driveways _____                                       |  |  |  |
| 5. Removing parked cars from private property _____                              |  |  |  |
| 6. Enforcing health and welfare ordinances: i.e., bonfire; dumping garbage _____ |  |  |  |
| 7. Taxi ordinance _____  |  |  |  |
| 8. Notifications, death messages _____   |  |  |  |
| 9. Parks, waterways, game law violations _____                                   |  |  |  |
| 10. Permits and licenses _____   |  |  |  |

## XXI. ORGANIZATIONAL PROCEDURES

- |                                   |  |  |  |
|-----------------------------------|--|--|--|
| 1. Checking on and off duty _____ |  |  |  |
| 2. Days off _____                 |  |  |  |

## F.T.O. INITIAL &amp; DATES

	Explained	Demonstrated	Practiced
3. Overtime _____			
4. Leaves of absence, vacations, military, death in family _____			
5. Sick and injury procedures, on and off duty _____			
6. Accident in police vehicle _____			
7. Checking out supplies and equipment _____			
8. Equipment and uniform regulations _____			
9. Care of police vehicles _____			
10. Repair and maintenance of police vehicles _____			
11. Discharge of firearms _____			
12. Investigation of complaints against sworn members; procedures involved _____			
13. Disciplinary procedures _____			
14. Bureau mail _____			
15. Transfers _____			
16. Performance evaluation _____			
17. Outside employment regulation _____			
18. Change of address and phone number _____			
19. Served subpoena and appearance in civil case _____			
20. Contagious disease contact _____			
21. Court appearance _____			
XXII. EXPLAIN THE USE AND/OR PREPARATION OF THE FOLLOWING FORMS			
1. Various field offense reports _____			
2. Vehicle accident report _____			
3. Arrest report _____			
4. Traffic citation _____			
5. Other citations and summonses, i.e., juvenile, misdemeanor, ec. _____			
6. Daily bulletin _____			
7. M.O. Bulletin; crime and traffic analysis bulletin _____			
8. Stolen vehicle list _____			
9. Activity report _____			
10. Vacation, sick and injury reports _____			
11. Equipment and uniform damage or replacement claim _____			
12. Manuals, report-writing; G.O.; rules and regulations, training; SOP's, etc. _____			
13. Business cards _____			
14. Statistical reports—daily, weekly, monthly _____			

## F.T.O. INITIAL &amp; DATES

Explained

Demonstrated

Practiced

15. Organization phone directory \_\_\_\_\_
16. Field contact form \_\_\_\_\_
17. Field sobriety form \_\_\_\_\_
18. Hospital reports \_\_\_\_\_
19. City vehicle accidents report \_\_\_\_\_

## XXIII. LEGAL PROCESSES

1. Obtaining complaints \_\_\_\_\_
2. Search warrants \_\_\_\_\_
3. Arrest warrants \_\_\_\_\_
4. Extradition procedures \_\_\_\_\_
5. Serving subpoenas \_\_\_\_\_
6. Chain of evidence \_\_\_\_\_
7. Rules of evidence \_\_\_\_\_
8. Case preparation for court \_\_\_\_\_
9. Courtroom testimony and demeanor \_\_\_\_\_

## XXIV. UNLISTED ITEMS

(To be entered by FTO)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

RECRUIT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## POST IV-2

Return this page to POST

Name of Recruit (please print)	Recruit Class Number (if applicable)	Date of Recruit Class (if applicable)	
Employing Agency:			
Name of Field Training Officer	Field Assignment	Field Training Dates From: To:	
1.			
2.			

I have been instructed in all items as recorded in this field training guide.		Reviewed by	
_____	_____	_____	_____
<b>Signature of Recruit</b>	<b>Date</b>	<b>Signature of Field Training Officer</b>	<b>Date</b>

I attest that the above named trainee has satisfactorily completed the prescribed Field Training Manual.	
_____	_____
<b>Agency Head Signature</b>	<b>Date</b>

### Background Investigation

Each hiring agency shall perform a comprehensive background investigation of potential employees prior to application for Academy placement.			
Refer to IDAPA section 056.01 that states in part, that the applicant shall complete and submit to the appointing law enforcement agency a comprehensive application and personal history statement that contains questions which aid in determining whether the applicant meets the minimum standards for employment, has not engaged in conduct or pattern of conduct that would jeopardize public trust in the law enforcement profession, and is of good moral character.			
Each agency must verify that the background criteria listed below has been thoroughly investigated and documented:			
Background Criteria	Completed	Initials	Date
Completed background history form on file at agency.			
Personal references contacted.			
Contact schools applicant attended.			
Last three (3) employers contacted.			
Contact law enforcement agencies where applicant lived or worked.			
Use of intoxicants, narcotics and drugs.			
Physical, mental and emotional history.			
Moral outlook and habits.			
Financial transactions.			
Character and reputation.			
Honesty.			
Psychological examination. (recommended)			

This form must be signed and dated by the agency head attesting to the completion of the above criteria.	
_____	_____
<b>Agency Head signature</b>	<b>Date</b>

# FIELD TRAINING OFFICER WEEKLY PROGRESS REPORT

1. Name of Recruit	2. Recruit Class No.	3. Report Date
LAST                  FIRST                  MIDDLE		
4. Field Assignment	5. Weekly Period (Check appropriate box) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>	
FACTOR	NEEDS IMPROVEMENT Inadequate      Fair      Average	ACCEPTABLE Good      Outstanding
6. APPEARANCE Uniform, leather and equipment Posture and carriage (cruiser, office, public places) Personal (cleanliness, hair, nails, shave)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7. COOPERATION AND LOYALTY Works toward a common end with others Willingness to assume additional responsibilities Supports his superiors Good team worker	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8. INTEREST AND ATTITUDE Seeks help with problems Willingness to learn Attitude toward constructive criticism Accepts direction and discipline Attitude toward department policies Shows pride in his work Contributes to good morale Confidence in himself	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9. PUBLIC CONTACT Attitude toward citizens Ability to express himself and communicate Ease and bearing Tact and discretion Self control	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10. JUDGEMENT Common sense Judgement under pressure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

FACTOR	NEEDS IMPROVEMENT			ACCEPTABLE	
	Inadequate	Fair	Average	Good	Outstanding
11. DRIVING ABILITY					
Exercises speed control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Familiar with defensive driving practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly uses blue light and siren	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knows the hazard of high-speed driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands importance of safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks vehicle properly during officer-violator contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. REPORT WRITING					
Able to express himself in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses proper grammar and punctuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Produces accurate, complete and neat reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Familiar with department reports and understands their purpose and use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to use dictation equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. GENERAL PROGRESS TO DATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. COMMENTS					
15. Field Training Officer Signature	16. Unit Commander Signature			17. Date	



## **INSTRUCTIONS**

### **POST IV-3**

These instructions are intended to answer the questions which most frequently arise in the use of this form.

Following are detailed instructions for the completion of each numbered item on this form.

1. **NAME OF RECRUIT:** Last name first. Full name is required.
2. **RECRUIT CLASS NUMBER:** Insert the number assigned to the recruit class attended by the trainee. If the trainee has not attended a basic recruit class, leave this space blank.
3. **REPORT DATE:** Date this form is executed by the Field Training Officer.
4. **FIELD ASSIGNMENT:** Show the assignment of the F.T.O. and recruit for the week being reported on, i.e., patrol, accident investigation, traffic, etc.
5. **WEEKLY PERIOD:** Place a X in the appropriate box designation which week of Field Training the progress report covers.
- 6-12 **FACTORS:** F.T.O. should place a X in the box that most clearly denotes an accurate evaluation of the recruit.
13. **GENERAL PROGRESS TO DATE:** Place an X in the box that most clearly denotes this fact, being demanding but fair.
14. **COMMENTS:** Make specific written comments on any unsatisfactory rating. Comments should include recommendations as to how the recruit can improve any ratings in "needs improvement" columns.
15. **FIELD TRAINING OFFICER SIGNATURE:** F.T.O. signs in this space prior to submission to Unit Commander.
- 16-17 **UNIT COMMANDER SIGNATURE AND DATE:** Unit Commander signs and show date. This should only be done after he has read the Weekly Progress Report and discussed the progress of the recruit in the program.

**NOTE:** F.T.O. should execute this form after completion of each week's field training. Form is to be forwarded to Unit Commander after execution.

## **INSTRUCTIONS**

### **POST IV-4**

These instructions are intended to answer the questions which most frequently arise in the use of this form.

Following are detailed instructions for the completion of each numbered item on this form.

1. **NAME OF RECRUIT:** Last name first. Full name is required.
2. **RECRUIT CLASS NUMBER:** Insert the number assigned to the recruit class attended by the trainee. If the trainee has not attended a basic recruit class, leave this space blank.
3. **REPORT DATE:** Date this form is executed by the Field Training Officer.
4. **FIELD ASSIGNMENT:** Show the assignment(s) of the F.T.O. and recruit during the Field Training period being evaluated. If F.T.O. covered more than one assignment, list all, i.e., patrol, accident investigation, traffic, etc.
5. **FIELD ASSIGNMENT DATES:** Show dates of each assignment listed under 4 above.
6. **through 14. FACTORS:** The comments on each factor should be specific in the nine factors being evaluated.
15. **WRITTEN SUMMARY:** The written summary should cover the points used to justify the F.T.O.'s recommendation to the Unit Commander that the recruit be released to regular assignments or not, as the case may be. The F.T.O. must sign this form and submit to the Unit Commander.
16. **RECOMMENDATION OF UNIT COMMANDER:** Unit Commander must make recommendation to Department Head as to whether recruit is to be released to regular assignments or not. Signature must be present upon submission to Department Head.

**NOTE:** *This form should be executed by each F.T.O. assigned a trainee upon completion of the Field Training period.*

**POST VI-4**  
(Sample Form)  
**FIELD TRAINING OFFICER EVALUATION REPORT**

1. Name of Recruit	2. Recruit Class No.	3. Report Date
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span>LAST</span> <span>FIRST</span> <span>MIDDLE</span> </div>		
4. Field Assignment	5. Field Assignment Dates From _____ To _____ From _____ To _____ From _____ To _____	
<b>FACTOR</b>	<b>COMMENTS</b>	
6. ENFORCEMENT CONTACTS Evaluate trainee's (1) knowledge of traffic and criminal laws and pertinent departmental policies and procedures; (2) judgment in issuing citations and warnings, and in effective arrests; and (3) ability in detecting, pursuing and apprehending violators and his skill in applying established methods and tactics during enforcement contacts.		
7. PUBLIC CONTACTS What is his attitude, conduct and language in public places? Does he discuss police activity in public? What appearance and manner does he present to the public? Is he at ease or ill at ease when meeting the public? does he expect and accept free handouts?		
8. RELATIONS WITH OFFICIAL AGENCIES How does he get along with representatives of other law enforcement agencies? Does he have a friendly and cooperative attitude with employees of other official agencies?		
9. ACCIDENT INVESTIGATIONS Does he understand and practice recommended procedures? Does he obtain all necessary information? Does he base his opinions on factual information?		
10. PATROL OPERATIONS Does he understand and practice proper patrol techniques? Can he identify potential hazards? Can he identify and is he familiar with high crime and traffic accident areas? Can he identify major thoroughfares and is he familiar with shortest routes to various places and topography?		